



State of Montana  
Department of Transportation Outdoor Advertising Permit Application

Form RW A1

THIS FORM MUST BE COMPLETED IN FULL

SIGN OWNER \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

LANDOWNER \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

LOCATION

Highway # \_\_\_\_\_ Nearest Milepost \_\_\_\_\_ Side of Highway \_\_\_\_\_  
County \_\_\_\_\_ Distance & Direction to Nearest Sign \_\_\_\_\_  
N, S, E, W

DESCRIPTION OF SIGN STRUCTURE

Width of Sign Face \_\_\_\_\_ Height of Sign Face \_\_\_\_\_ Height of Structure \_\_\_\_\_

Type of Sign \_\_\_\_\_  
Single-faced, Double-faced, V-type, Multi-faced

Lighted \_\_\_\_\_  
Y/N

Estimated Cost of Construction: Labor \$ \_\_\_\_\_ Materials \$ \_\_\_\_\_

ZONING OR QUALIFYING ACTIVITY

The proposed sign site is zoned \_\_\_\_\_ Not zoned \_\_\_\_\_

\_\_\_\_\_ Class  
The sign qualifies under local government zoning or land use control \_\_\_\_\_  
Y/N

Signature of authorized local government authority \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

If the proposed sign site is unzoned, identify the qualifying activity that creates an unzoned commercial or industrial area and its distance (in feet) from the proposed sign location. \_\_\_\_\_

Note: Schedule A must be submitted with this application.

LANDOWNER CERTIFICATION – LANDOWNER MUST SIGN – READ BEFORE SIGNING

I hereby certify that I have authorized permission to the sign owner listed above to erect a sign on my real property described in Schedule A. Authorized Department of Transportation personnel may enter my real property for sign inspection or removal purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

SIGN OWNER CERTIFICATION – SIGN OWNER MUST SIGN – READ BEFORE SIGNING

I agree to abide by the provisions on the reverse side of this application and 75-15-101, et seq., Montana Code Annotated, and 18.6.201, et seq., Administrative Rules of Montana.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY

I hereby recommend \_\_\_\_\_ Date \_\_\_\_\_  
(approval/denial)

Signature \_\_\_\_\_ District \_\_\_\_\_  
Right-of-Way Agent

Application \_\_\_\_\_ Date \_\_\_\_\_  
(approval/denial)

Signature \_\_\_\_\_  
Coordinator, Outdoor Advertising Control

FOR OFFICE USE ONLY

Permit # \_\_\_\_\_

Date Issued \_\_\_\_\_

Date Erected \_\_\_\_\_

County \_\_\_\_\_

RTE \_\_\_\_\_ MP \_\_\_\_\_

Side of Hwy: LT ☐ RT ☐

Owner Code \_\_\_\_\_

Application Fee \$ \_\_\_\_\_

Sign Face S. F. \_\_\_\_\_

## DIRECTIONS

1. Complete the application *in full*.
2. A separate application must be completed for each sign structure.
3. The original application must be submitted to the appropriate District Office of the Montana Department of Transportation. (District Offices are located in Missoula, Butte, Great Falls, Glendive, and Billings.)
4. Submit the application and the initial *non-refundable* fee determined by the square footage of the largest single sign face. (See Schedule B, Fees)
5. Schedule A must be submitted with the application and shall provide the following:
6.
  - | Location of proposed sign.
  - | Identification of interstate or primary highway.
  - | Legal land description (section, township and range, lot, block and subdivision or Certificate of Survey number.)
  - | Distance and direction to other sign structures.
  - | If the area is unzoned, identify the qualifying business and its distance from the proposed sign site.
6. The applicant must clearly mark the exact location of the proposed sign site to enable department personnel to perform the required site inspection.
7. Schedule C, Sign Owner Certificate of Completion, must be submitted to the District Office on the date stated therein. Schedule C will be provided to the sign owner upon approval of the application and issuance of the permit and payment of permit fee.

## GENERAL PROVISIONS

In order to promote the safety, convenience and enjoyment of travelers, protect the public investment in highways within Montana and preserve and enhance the natural scenic beauty of Montana's highways, it is the state's policy to regulate outdoor advertising signs along interstate and primary highways.

The regulation and control of outdoor advertising is provided by 75-15-101, et seq., Montana Code Annotated, and rules promulgated by the Montana Transportation Commission pursuant to 18.6.101 et seq., Administrative Rules of Montana.

1. Sign structures may only be placed in zoned or unzoned commercial or industrial areas visible from any interstate or primary highway with a valid permit, with the following exceptions:
  - | Directional and other official traffic signs.
  - | Signs advertising the sale or lease of property on which they are located.
  - | Signs advertising the activities conducted on the property on which they are located.
  - | Political signs.

| "Logo" and TODS" signs authorized by the Montana Motorist Information Sign Act.

2. Montana law provides that signs may not be erected or maintained that:
3.
  - | exceed 672 square feet in area, including border and trim but excluding base or apron, supports, and other structural members;
  - | exceed 48 feet in length;
  - | exceed a maximum height of 30 feet when measured at a right angle from the surface of the roadway at the centerline of the interstate or primary highway.
4. If a permit is issued, the permit number must be displayed by attaching the permit plate on the supporting structure or the sign face near the lower left corner facing the traffic. Failure to properly attach the plate may cause cancellation of the permit.
5. The name of the sign owner must be displayed on the sign structure.
6. The initial permit shall be valid for the remainder of the current three-year cycle. However, it is subject to cancellation as provided by law. The permit may be renewed every three years thereafter, without the requirement of a new application, upon payment of a renewal fee.
7. Written verification of completion must be submitted to the Department within six (6) months of the date of permit issuance. This verification must include proof that the sign has been erected and that the permit plate is attached.

**Note:** Upon completion of the sign structure, Schedule C shall be completed and returned to the appropriate MDT District Office. Failure to complete and return Schedule C shall result in cancellation of the permit.

**Note:** Due to a variety of rules and regulations that may affect issuing a permit, we suggest you discuss your plans to erect a sign before submitting the application. Ask for a Right-of-Way Agent at the appropriate District Office.

Missoula	2100 West Broadway P.O. Box 7039 Missoula, MT 59807-7039
Butte	3751 Wynne P.O. Box 3068 Butte, MT 59702-3068
Great Falls	104 18 <sup>th</sup> Avenue, NE P.O. Box 1359 Great Falls, MT 59403-1359
Glendive	503 North River Avenue P.O. Box 890 Glendive, MT 59330-0890
Billings	424 Morey P.O. Box 20437 Billings, MT 59104-0437